LUCAN EDUCATE TOGETHER

ENROLMENT POLICY

Effective from: 9th April 2018

This enrolment policy is effective from 9th April 2018 and supersedes all other enrolment polices, regardless of when the pre-enrolment took place.

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1. Introductory Statement:

Lucan Educate Together National School (LETNS), Mount Bellew Way, Lucan, Co. Dublin is a primary school. Our patron is the Lucan Educate Together School Association and our school is a member of Educate Together.

The school ethos is based on these four principles:

1) Multi–denominational: Every child is equally respected and has equal rights of access to the school regardless of social, cultural or religious background or personal creed and where all children are educated together in an atmosphere of respect.

2) Co-educational: The school is committed to encouraging all children to explore their full range of interests and opportunities without distinction by sex.

3) Child-centred: The school's environment will encourage, nurture and facilitate each child so that they can explore their full range of abilities and work towards realising their highest potential. Every decision in the school is made from the point of view of what is best for the child/children.

4) Democratic: As a democratically run school, staff and parents are encouraged to play an active part in the daily life of the school. This can be done by joining school committees [Patron Executive (Executive), Board of Management (BOM) or Parent Teacher Association (PTA)] or by volunteering to help with school projects/activities. Children become involved in the decision making process through the Student Council.

LETNS is a double stream school with two classes of each standard from Junior Infants to 6th Class. The school also has an Outreach unit (ASD unit) which caters for children on the Autistic spectrum. The school operates a first come first served enrolment policy, subject to appropriate educational placement and taking into account the need for in school transfers.

All offers of places are subject to appropriate resources being made available by the relevant government Department.

The school depends on grants and teacher resources provided by the Department of Education and Science (DES) and it operates within the regulations laid down. The school follows the curricular programmes as prescribed by the DES which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998. The curriculum also adheres to the timetable recommended by the DES.

2. Rationale:

The rationale of the enrolment policy is to provide a framework for the selection of applicants for places in the school. The BOM, in making decisions regarding enrolment, is bound by the DES Rules for National Schools which provides for the enrolment of

pupils from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6.

This policy upholds the ethos of the school and its four principles. The policy aims to ensure that our duty of care to the students and staff of the school is upheld and that appropriate placements are offered to students. The Education Act 1998, Section 15.2 (d) requires the school to "publish, in such a manner as the Board with the agreement of the Patron considers appropriate, the policy of the school concerning admission to and participation in the school". In compliance with this section of the Act, the school BOM has adopted this enrolment policy.

3. **Review:**

3.1. Timeframe for Review

The policy will be discussed at the first BOM meeting of each school year and reviewed every 2 years or earlier, at the discretion of school management to cater for changing circumstances within our community.

3.2. Responsibility for Review

The BOM will be responsible for coordinating the review of the policy. The following stakeholders will be involved in the review:

- School staff
- Executive Committee
- Parent community
- BOM

3.3. Ratification and Communication

The BOM and Executive are required to ratify the policy. The policy will be published on the school website.

4. **Definitions:**

- Enrolment officer – The school secretary accepts entries to the pre-enrolment lists
- Pre-enrolment – The addition of a child by the Enrolment Officer, upon receipt of written notification by Parent/Guardian, to the list of students for consideration for enrolment to the school. No guarantee is given or implied by pre-enrolment
- Enrolment – The acceptance of a place in the school for a child by a Parent/Guardian and addition of a student to the roll of the school by the Enrolment Officer.
- Enrolment year – This is the school year in which the student is to commence attendance. The enrolment year typically begins on 1st September.
- Year – This is the academic year.

5. **Pre-Enrolment Lists:**

There are 3 lists relating to enrolment. These are:

- Junior Infants pre-enrolment
- Senior Infants to 6th Class pre-enrolment
- Outreach pre-enrolment

Unless otherwise stated, all lists are deemed closed on the 30th September of the enrolment year. Any interest in places after this time must be made as a new application.

Consideration may be given to pupils who wish to start mid-year where an appropriate vacancy arises. The BOM will have complete discretion in offering a place in these classes.

5.1. Junior Infants Pre-Enrolment:

Each September we enrol two classes of Junior Infants. These places are filled from the list of pre-enrolled children on a first-come, first-served basis.

Applications to place a child on the pre-enrolment list are made by submitting in person (no mail or electronic applications), the pre-enrolment form, signed by the parent/guardian to the enrolment officer. Applications can be submitted from the date of birth of the child. The child must be 4 years old on or before the 31st May of the year s/he is due to start school.

The enrolment officer will issue a receipt at the time of the form being submitted. This receipt will be date stamped. It is the responsibility of the parent/guardian to ensure they receive and keep this receipt.

A record of the pre-enrolment list is kept confidentially in the school office in paper and on computer file.

Written offers will be made from the Junior Infant pre-enrolment list for the following academic year.

It is the responsibility of the parent/guardian to ensure that the school has up to date contact details at all times. The board takes no responsibility for failed applications where contact details are out of date.

5.1.1. Acceptance of an offer

The BOM must get written acceptance of an offered place, within 14 days of making the offer, from the child's Parent/Guardian. Failure to confirm acceptance of the place will forfeit the place and the child's name will be removed from the pre-enrolment list. Once the offer has been accepted the applicant is removed from the pre-enrolment list and is placed on the enrolment list for that year.

Where an applicant has a recommendation for both mainstream and Outreach, and is offered a mainstream place, they may request that the BOM hold the mainstream

place until the Outreach enrolment has been completed for that year. At that point a written decision is required within 14 days.

5.1.2. Deferring an application:

When offered a place for their child in Junior Infants Parents/Guardians may decide not to accept the offer and in such cases they may defer the application to the following academic year. This may only be done once. The child's name is then placed on the following year's pre-enrolment list, positioned by date of original application for pre-enrolment. As places are allocated by date order (i.e., first-come, first-served), there is no guarantee that the child will be offered a place the following year, as it depends on how many children are on the pre-enrolment list before that date.

Requests to defer an application to the following year must be made within the 14 day offer period.

5.1.3. Unsuccessful applications

Unsuccessful applicants will be advised as soon as all Junior Infants places have been filled but at the latest will be advised in writing by 30th September in the year of enrolment.

5.2. Senior Infants to 6th Class pre-enrolment:

Pre-enrolment for Senior Infants up to 6th class opens on the 1st Wednesday after Easter break each year for the following academic year only. We work only one year forward with this list and places will be offered from the pre-enrolment list only. The Board will have complete discretion in offering a place in these classes. As with all pre-enrolment lists this list closes on 30th September each year.

5.3. Enrolment of Children with Special Educational Needs in mainstream classes

Children with special educational needs seeking enrolment in mainstream classes are subject to the same rules as those stated in sections 5.1 and 5.2. The BOM will request an up-to date copy of the child's

- Psychological Report and /or
- Medical Report and /or
- Speech and Language Report and/or
- Occupational Therapist Report and /or
- Other relevant report.

If the required reports are not available, the BOM will ask the Parents/Guardians for the child to be assessed immediately. It is the responsibility of the Parents/Guardians to ensure reports are available to the school. The school can provide information on the relevant bodies who can be contacted for these assessments.

Once the relevant reports have been received, the BOM will assess how the school can meet the child's educational needs specified in the reports. In order to discuss the child's needs and to establish the school's appropriateness to meet those needs the Principal will meet with the Parents/Guardians. The Principal may, with the permission of the Parent/Guardian, also contact the relevant professionals who have been dealing with the child to further determine the needs of the child.

When the requested reports are not available, and/or while waiting for a decision regarding the provision of appropriate resources, the BOM in consultation with the Principal and the Parents/Guardians of the child, may decide to defer enrolment of a particular child or, whenever possible may offer a temporary solution which may involve reducing the school day of the child, or requesting support from one of the child's relatives.

The BOM will, prior to enrolment, request the Special Educational Needs Organiser (NCSE see Circular 01/05) to provide the resources needed to meet the needs of the child if it deems that further resources are required. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant.

If the needs of the child are such that even with additional resources available from the DES and the Department of Health the school cannot meet such needs and/or provide the student with an appropriate education, the BOM reserves the right to refuse enrolment. The BOM also reserves the right to refuse enrolment where the level of specialised intervention required for a new child would detrimentally affect the educational provision being given to the other children in a class.

5.4. Outreach pre-enrolment:

Places in our Outreach classes (for children with an Autism Spectrum Disorder (ASD)) are also considered on a first-come, first-served basis from a pre-enrolment list. However, the offer of places is dependent on suitable places being available. There is no guarantee that places will become available in these classes every year. Parents/Guardians may place their child's name on this pre-enrolment list from the 2nd Wednesday after Christmas break each year for the following academic year only. We work only one year forward with this list and unsuccessful applicants in any year who wish to be considered for a place in subsequent years must make new applications at the appropriate time in the relevant year. To ensure that our school is the right placement for a particular child, there are additional requirements to be fulfilled before a place can be offered in Outreach classes. The first of these requirements is a clear statement of diagnosis including a recommendation for an ASD class. It is also necessary to provide an up-to-date (within the three years preceding enrolment) psychological assessment and/or list of reports as detailed in 5.3.

On completion of an application form from the Parents/Guardians to enrol their child in LETNS under the Outreach program, the BOM considers and determines each application under the Outreach Enrolment policy as set out below. This assessment may involve meeting the Parents/Guardians and child at the school, prior to the offer of placement for the child by the school.

This procedure is designed to ensure full assessment transparency and equality for each child.

5.4.1. Criteria

A child will be considered for admission when all of the following criteria have been met;

a) (i) The child has a diagnosis of an Autism Spectrum Disorder(this diagnosis being made from a professionally recognised clinical and psychological assessment procedure).
(ii) If the child also presents with a general learning disability, it must fall within the mild range, (this diagnosis must also be made from a professionally recognised clinical and psychological assessment procedure).

b) The school have in place, within the school staffing complement and school facilities, and in terms of clinical services, the resources to meet the special educational needs of the child.

c) The child must be at least 5 years of age on or before 1st September of the relevant school year.

d) The educational provision being given to the children currently in the Outreach program will not be detrimentally affected by the level of specialised intervention required for the new child.

Once it has been established that all these criteria are fully met, the child's name is added to the pre-enrolment list in date order of completed application (according to our first-come, first-served policy).

5.4.2. Acceptance of an offer

An offer of a place (if available) will be made in writing. The BOM must get written acceptance of an offered place within fourteen (14) days of offer. Failure to confirm acceptance of the place will forfeit the place and the child's name will be removed from the pre-enrolment list.

A child may be introduced gradually to the Outreach classes through a mutually agreed process between the school and the parents/guardian of the child.

The school reserves the right to review the child's progress on an on-going basis to determine whether an outreach class remains an appropriate school placement for the child.

5.4.3. Deferring an application

It is not possible for a Parent/Guardian to defer a place in the Outreach classes. As the pre-enrolment list is closed on the 30th September each year and a new list is activated the following January. Parents can make a new enrolment at that time if they so wish.

5.4.4. Unsuccessful applications

Unsuccessful applicants will be advised as soon as all Outreach places have been filled but at the latest will be advised in writing by 30th September on the year of enrolment.

6. **Right of Refusal**

If the needs of any child (on the pre-enrolment list for mainstream or outreach) are such that even with additional resources available from the DES and the Department of Health the school cannot meet such needs and/or provide the student with an appropriate education, the BOM reserves the right to refuse enrolment. The BOM also reserves the right to refuse enrolment where the level of specialised intervention required for a new child would detrimentally affect the educational provision being given to the other children in a class.

7. **Disclosure**

It is expected that, in line with the ethos of the school, all applications are made honestly and fully, with all of the information relevant to the enrolment of a child in the school. Failure to disclose information at pre-enrolment registration or immediately on receipt where the information is obtained after that date may render the application void. The BOM reserves the right to refuse enrolment where false/inaccurate information is provided.

8. **Right of Appeal**

Parents/Guardians have the right to appeal an enrolment decision under Section 29 of the Education Act 1998. Details of appeal procedures are available on the DES website.

Activity:	**Date:**
Reviewed:	
Ratified by Board of Management:	
Ratified by Executive:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal: